

**HOBBS MUNICIPAL SCHOOLS**  
**SCHOOL YEAR 2016/2017**  
**PETTY CASH PACKET PROCEDURES**

**TO:** Users of HMS Petty Cash Packets

**FROM:** Kerri Gray, Director of Finance

**DATE:** July 01, 2016

**These procedures should be reviewed carefully.** The following is an outline of the policies and procedures for the use of all Petty Cash packets within Hobbs Municipal Schools (the "District") for school year 2016/2017. Before a petty cash packet will be established in your name, please read the following procedures and indicate your acceptance of the terms below.

You have requested that the District establish a petty cash fund in your name and you will accept personal responsibility regarding this requested sum. Petty Cash packets are intended for your convenience to make nominal purchases of supplies and some foods for the District's use. You understand all Petty Cash expenditures must be documented with proper **itemized** receipts to support the purchases. Purchases will be **tax exempt**. To assist you in obtaining proper receipts, requirements for petty cash expenditures are as listed:

- 1) All money spent must be replaced with a properly itemized receipt as follows:
  - a. Most vendors have cash register tapes, receipts, and/or cash tickets which are pre-printed with the vendor's name, items purchased, cost per item, date of purchase, and total cost. This is an itemized receipt and is "most preferred" by auditors and therefore by the Business Office.
  - b. In those RARE instances when the most preferred is not available and the HMS cash slip is used instead, you must have the vendor use their rubber stamp on the backside of the slip (their deposit stamp will do). The date and signature of the vendor's employee is required, not just their initials.
  - c. A credit or debit card receipt turned in that is not itemized and does not meet requirements mentioned above **will not be acceptable** and you will personally have to replace those funds.
  - d. DO NOT PAY TAX on supplies or foods purchased at grocery stores. Enclosed with your petty cash packet you will find a list with the most often requested account numbers for tax exempt purchases. Additional information can be provided by the Business Office, if needed. Any tax paid on tangible items will not be reimbursed to you.
  
- 2) To replenish your petty cash, please return the following to the Business Office:
  - a. The signed packet with purchases listed on the packet and actual itemized receipts enclosed in the packet with the requisition number noted on them; and

- b. Requisition must have tickets/receipts scanned as an attachment while going through the approval process.
  - c. Do not send cash in the packet for replenishments. You will receive an email from the Business Office when your petty cash check is ready to be picked up.
- 3) Note that the amount of your petty cash is limited to that budgeted line item and the amount that you have initially requested. You should not exceed that amount (e.g., your petty cash is established for \$100, then you should replenish it when you have receipts totaling \$100 or less). If you do make purchases in excess of your petty cash budget, then you understand you might not be reimbursed for those excess amounts. **To ensure you have sufficient budget, you must replenish your petty cash fund as it is used throughout the school year rather than running up a large sum and trying to request reimbursement at the end of the year.**
- 4) At the end of the school year, you will receive notice of a date with instructions to close out your petty cash packet.
- 5) Failure to follow any of these procedures or to handle petty cash properly will result in the District's refusal to issue future petty cash packets to you.

**ACKNOWLEDGEMENT AND ACCEPTANCE:**

I have read the above requirements and will obtain proper receipts to cover my petty cash expenditures and I will return any unspent funds to the District. I understand any receipt turned in that does not meet the criteria listed will not be accepted and I will have to reimburse the District for that amount. Further, I understand that my petty cash is subject to the budgeted limits and it is my responsibility to not exceed that budgeted amount.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature